

1900 DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (NC1-330-87-1 & 88-2) Functional files of the OSD on the Department of Defense Dependents Schools (DoDDS) . This does not include the personnel files of educator or administrative personnel assigned to the DoDDS HQS or its schools. Files described herein may be further subdivided by use of a decimal suffix, e.g. , 1904 -10.1 thru 1904-10.4, etc.

1901 Reserved (see 103, Common Mission Files) .

1902 General School Administration Files.

1902-01 Student Administration Files (N1-330-87-1) . Document student **administration**. File folder headings could include: Scholarship and/or Financial Aid; Graduation Requirements; Field Trips, Placement; etc. See series 1903 for actual individual student folders.

Disposition: Cut off at end of school year. Destroy after 1 year, unless needed for further reference, in which case bring forward to current file (1902-01) .

1902-02 Curriculum Files. Material on general curriculum development to include agendas, documents developed and created in task group meetings, minutes, and recommendations applicable to all curriculum areas. These files will also include general working papers on the particular curriculum for an individual school year. To encourage standardization throughout DoDDS, the outline that follows should be used for curriculum materials: - Arts and Humanities; Career and/or Vocational Education; Compensatory Education; Computer Education; Early Childhood Education; Preschool; Kindergarten; Foreign Language and/or Intercultural Education; Health; Drug and/or Alcohol Abuse; Nurse's Meetings; Health Reports; Immunizations; Language Arts and/or English as a Second Language; Mathematics; Media Center (Audiovisual) ; Music; Physical Education; Pupil Personnel Services; Home and/or Hospital Instruction; Reading and/or Reading Improvement Specialist; Science; Social Studies.

Disposition: a. Cut off task group working materials at end of school year and hold 1 year, then destroy. b. Summaries of minutes keep until next task group meets, then destroy. c. Curriculum review materials: Destroy 1 year after publication. d. All other materials: Destroy when no longer needed for reference.

1902-03 Special Education Files. General non-policy material including reports, correspondence on the planning and development of special education. This includes speech, learning

disabilities, etc. The following subdivisions are authorized: Special Education Monitoring: Special Education Census: Case Study Committee; Talent and Gifted; Related Semites.

Disposition: Destroy individual documents when superseded or obsolete. Destroy entire file on discontinuance of organizational element to **which** it pertains.

1. Mediation and Hearing Results Files. Material on special education mediations and hearings other than that contained in the individual student record.

Disposition: Cut off after final decision. a. OSD: Retire to the **WNRC** after 5 years. Destroy when 20 years old. b. All other offices: Hold 3 years and destroy when no longer needed for further **reference**. _ .

1902-04 Seven-Year Curriculum Development Plan Files. Material on the planning and subsequent issuance of the Seven-Year Curriculum Development Plan.

Disposition: Cut off at end of year; destroy after 1 year or when no longer needed for reference, whichever is sooner.

1902-05 Course Offering File. Material on the individual school's course offerings. Includes schedules and lists of courses.

Disposition: 'Cut off at end of year, destroy after 1 year, or when no longer needed for reference, whichever is sooner.

3902-06 Independent Study Course Files. Material on proposals for or actual independent study courses. Materials on individual students **will** be filed in the student folder.

Disposition: Cut off at end of school year, destroy after 1 year or when no longer needed for reference, whichever is sooner.

1902-07 Testing Files.

1. For **all DoDDS** office files, material on test administration procedures, region and **schoolwide**, as well as test results with summary analysis for general and specially administered tests are filed here. The school offices may file correspondence, documents and/or materials on semester exam schedules **here**.

Disposition: Cut off at end of school year. Hold in CFA 6 additional years. Earlier destruction is authorized.

2. Annual Testing Program. Documents for the

proceedings leading up to the test administration, monitor, and **test results** including individual reports for the **system**, region, and/or school.

Disposition: Cut off at end of school year. Destroy when 6 years old or when no longer needed for reference, whichever is later.

1902-08 Reserved.

1902-09 School-Wide Action Plan Files. All material on the School-Wide Action Plan, to include documents on the school improvement plan.

Disposition: Cut off at end of school year. a. Schools: maintain 5 years then destroy. b. Other offices: destroy after 1 year.

1902-10 **Reserved.**

1902-11 InService Files. Includes training and staff evaluation material. Information on **inservice** programs conducted by the school region, or other outside sources.

Disposition: Destroy when 5 years old or 5 years after completion of specified program, whichever is sooner.

1902-12 Special Program Files. **Nonpolicy** Material, in a general sense, on special programs related to education such as the Very Special Arts Festival, Teacher-in-Space, Artist in Residence programs.

Disposition: Cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later.

1902-13 Research Program Files. Material on the planning and development of research programs; i.e., research and innovation projects, individual project proposals, etc.

Disposition: a. Approved projects: Destroy 2 years after completion, or when no longer needed, whichever is first. b. All others: Cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later. -

1902-14 Summer School Files. Material on the planning and implementation of a summer school program.

Disposition: Cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later.

1903 Elementary School Files.

1903-01 Elementary School Student Record Files (N1-330-88-1) . Documents on enrollment and registration (record copy of DSF 100 and documentation enrollment category) , standardized achievement tests, grades, report cards, attendance and reading records, teachers' comments, parental correspondence, other notes, or related information. No personal information that **might** result in embarrassment, inconvenience, or unfairness should be kept in these records. All records on special education must be maintained in 1903-03.

Disposition: Destroy 3 years after transfer, withdrawal, or death (**TWD**) of student. Files may be purged of all information **except** report cards or other records which document academic promotion **or retention** data. **When** student transfers to another school , a copy of the record may be released to parent and/or student for handcarrying. If transferred outside **DoDDS**, an official copy will be provided on receipt of an authorized request.

1903-02 Health Record Files. Includes Student Health Records (DSF 120) , immunization records (**DSF** 122) , parental permission forms, screening results, sports physicals, physician referrals, medication instructions consent forms, copies of accident reports.

Disposition: Place in student record file (1903-01) upon **TWD** of student.

1903-03 Elementary School Special Education Files (N1-330-89-1) . Documents pertaining to special education, to include **preferrals** and referral forms and documentation, test protocols, Individual Education Plans, Case Study Committee reports and plans and evaluation reports and summaries of correspondence with parents (including invitations to meetings and permission for assessments) , file access records, cross-reference location information and, when appropriate, samples of student's work.

Disposition: Cut off on **TWD** of student. Retain in CFA 5 years, then destroy.

1903-04 Ancillary Service Files. Documents on supplemental services (Talented and Gifted (TAG), English as a Second Language (**ESL**), Compensatory Ed, Reading Improvement Specialist (**RIS**), etc.) to include consultation and referrals, test protocols, Case study committee process forms, progress and evaluation reports and summaries, teachers' notes, general correspondence, and samples of student's work.

Disposition: Place in student record file (1903-01) upon

TWD of student.

1903-05 Registration Card Files. Copies of Sponsor and/or Pupil Registration Cards (DSF-100) reflecting enrollment verification, sponsoring **agency**, and emergency locator information. Record copy is kept in the student record file with appropriate documentation of enrollment category (original copy preferred by not mandatory).

Disposition: Destroy when superseded.

1903-06 Teacher Class Register Files. Grade books reflecting daily, weekly, semester, or annual scholastic marks and **averages, attendance**, and withdrawal information.

Disposition: Cut off at end of school year. Destroy after 1 year.

1903-07 Master Student List Files. A listing of all students, by grade, enrolled in grades K-8, by **school** year. The list will annotate when the student entered or withdrew if either action occurs during the school year. If student attends for entire year, name is sufficient.

Disposition: Cut off at end of school year. Hold in CFA. Destroy after 25 years.

1904 **Secondary** School Files.

1904-01 Secondary School Student Record Files. Documents including enrollment and registration forms, DS Form 200 (reflecting grades and credits, standardized achievement tests, attendance), discipline actions, health information, copies of report cards, letters of recommendation and correspondence with **parents** and/or similar and related information. No personal information that **might** result in unfairness will be maintained in these records. All-records on special education will be maintained in 1904-06.

Disposition: a. DSF 200 -- Cut off on graduation, transfer, withdrawal, or death (**GTWD**) of student. Transfer DSF 200 to regional office after 4 years. Retire to **FRC** after 1 year. Destroy when 50 years old. b. All other records -- Cut off on **GTWD** of student. Destroy after 5 years. When student transfers to another school, a copy of the record may be released to the parent/student for **handcarrying**. If the student transfers to a school outside the **DoDDS**, an official copy will be provided upon receipt of an authorized request.

1904-02 Transcript Files. This file consists solely of the **student's** permanent record (transcript), DSF 200. This is an optional file; the transcript may be maintained in the student record file (1904-01).

Disposition: Maintain DSF 200 IAW 1904-01.

1904-03 Transcript Request Files. Request forms and correspondence authorizing release of academic records and actions taken.

Disposition: Cut off at end of school year. Destroy after 2 years.

1904-04 Registration **Card** Files. Sponsor and/or Pupil **Registration** Cards (DSF 100) reflecting enrollment verification, sponsoring agency, **and** emergency-locator "information.

Disposition: Transfer current card to student record file upon GTWD of student. A copy of current card should be maintained in the student folder to authorized release of . records. Destroy when superseded.

1904-05 Health Record Files. Documents including health record (DSF **120**) , immunization certificate (DSF 122), **TB/first** aid parental permission forms, screening results, sports physicals, physician referrals, medication instructions, consent forms , and copies of accident reports.

Disposition: Cut off at end of school year. Transfer to student record file upon GTWD of student. Copies may be released to student and/or parent for handcarrying to next school with an - official copy provided upon authorized request.

1904-06 **Secondary** School Special Education Files (N1-330-89-1) . Documents pertaining to special education programs to include prereferral and referral forms and documentation, test protocols, Individual Education Progress (**IEPs**), Case Study Committee (**CSC**) reports and minutes, assessment plans and evaluation reports and summaries, correspondence with parents (including invitations to meetings and permission for assessments) , file access records, cross-reference locator information and when appropriate, samples of the student's work.

Disposition: **Cut** off upon GTWD of student. Hold in CFA 5 **years**, then destroy.

1904-07 Ancillary Service Files. Documents on supplemental student services (Talented and Gifted (TAG)) , English as a Second Language (**ESL**)) , to include consultation and referrals, test protocols, CSC process forms, progress and evaluation reports and summaries, teachers' notes and general correspondence, and

samples of student's work.

Disposition: Transfer to student record folder upon GTWD of student.

1904-08 Report Card Files. Consolidated office files containing copies of **report** cards that reflect scholastic grades, promotion, of retention.

Disposition: One copy will be maintained in the individual student record; **all** others released to student upon withdrawal of transfer or destroyed at end of school year, whichever is **appropriate.**

1904-09 Attendance and Discipline Files. Documents reflecting attendance and disciplinary actions, to include teacher referrals, tardy and/or admission slips, correspondence to and from parents, and similar related information.

Disposition: Cut off at end of school year. Upon GTWD of student, transfer to student record (1904-01) .

1904-10 Teacher Class Register Files. Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, withdrawal information.

Disposition: Cut off at end of school year. Destroy after **5 years.**

1905 Panama Student Records

1905-01 Student Record Files (Panama Only) . Documents on individual students, to include admission and registration forms, test scores, grades-and credits earned, attendance, drop or add class records, correspondence, and similar or related information.

Disposition: Cut off on GTWD of student. Retire to **FRC** after 5 years. Destroy when 50 years old.

1905-02 College Admission and Registration Files (Panama Only) . Documents used to register **students, including** name, address, sponsor information, tuition payments, etc.

Disposition: Alphabetical file maintained until verification of agency sponsorship by regional office. Registration forms are then transferred to student record files (1905-01).

1905-03 Class Schedule Files. Information and reference cards reflecting class schedules, locations, courses, and instructors.

Disposition: cut off at end of each semester and transfer to student record file (1905-01).

1905-04 Instructor Class Register Files. Grade books reflecting daily weekly, or semester grades and averages, attendance, and withdrawal information.

Disposition: Cut off at end of school year. Destroy when 5 years old.

1906 General Supply Accounting. These files **pertain** to policy and **support** necessary for the effective and efficient operation of the **general** supply- accounting-activities of DoDDs (Nl-330-87-1).

2906-01 Hand Receipt Account Serial Number Files Register **(DODACC)**. Registers recording school and activity record account serial numbers and indicating each designation and activity to which assigned.

Disposition: Destroy after 5 years.

1906-02 Hand Receipt Account Serial Number Files List **(DODACC)**. Lists issued periodically that reflect current account serial numbers assigned within the regional geographical area.

Disposition: Destroy when superseded.

1906-03 Stock Record Account Authorization Control Files. Background material consisting of documents on requests for authorization and assignment of, or cancellation of stock record account serial numbers and information concerning audit status accountability and transfers of accountability.

Disposition: Destroy 2 years after termination of account.

1906-04 Authorized Supply Code **Files**. Document on the assignment of authorized organization supply codes to each school , organization or activity authorized to maintain property on an organization property **records**. Included are registers and related papers.

1. Registers.

Disposition: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register.

2. Other Files.

Disposition: Destroy after 2 years.

1906-05 Property Officer-and/or Custodian Designation Files. Documents reflecting the designation of property officers. Included are letters of appointment and revocation.

Disposition: Destroy 2 years after termination of appointment.

1906-06 Stock Level Control Files. Documents on the establishment and amending of stock levels at regional warehouse.

Disposition: Destroy after- 1 Year.

1906-07 **Supply or** Equipment Authorization Files. Documents on requests for authorizations for allowances or authority to exceed or change existing authorizations.

Disposition: Destroy when incorporated in a numbered publication or on recession, whichever is sooner.

1906-08 Stock Record Account Files. Accounts of regional warehouse operations constituting organizational or activity property accounts, custodial records and other documentation of accountable supply distribution activity. Regional stock account files are the basic records showing by item the receipt, disposal and quantities of supplies on hand. These accounts are kept by an accountable officer.

Disposition: Destroy after 2 years. **All** documents covered by subsequent consolidations, remove and bring forward to current year.

1906-09 Hand Receipt Jacket. Document that may be accumulated by the accountable officer that reflect regional property held on memorandum receipts, consisting of **property** issue slips, turn-in slips, individual and consolidated memorandum receipts, and related papers.

Disposition: Individual school of activity hand receipts and related papers: Destroy on inclusion in a consolidated hand receipt or on turn-in of the property issued or other satisfactory accounting of responsibility.

1906-10 Property Book and Supporting Document. Documents reflecting the description, receipt, and turn-in of property for which the property book officer is accountable. Included are property books, receipts, turn-in slips, reports of survey,

inventory adjustment reports, and other documents supporting entries to the property book.

Disposition: Destroy after 2 years. Open document numbers in the supporting document file, transfer to the current fiscal and/or calendar year document file.

1906-11 Document Register Files. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are non-expendable and expendable and/or durable registers for supply actions, and similar forms.

Disposition: Destroy after 2 years. Open document number, extract into current fiscal and/or calendar year document register (first **entries** of new register) in original document sequence.

1906-12 Off icer **Nonaccountable** Property Files. Documents on the receipt and issue of property that is not recorded on an accountable **stock** record account of the region or on a memorandum receipt account of the region such as stock cards, property issue and turn-in **sl** ips, copies of s, and shipping documents.

Disposition: Destroy after 2 years or on turn-in of equipment, or after other proper **settlement** of responsibility, or consolidation, whichever is applicable.

1906-13 Property Records Inspection & Inventory Reporting Files'. Information relating to inspections and inventories (including annual, change of PBO, cyclic) of property records. Included are reports, replies, and related inf ormat ion.

Disposition: a. Off ices conducting inspection: Destroy after 3 years. b. **Off** ices inspected: Destroy after 1 year.

1906-14 Property Accountability Transfer. Documents attest ing to the transfer of property accountability from one accountable off icer to another. Included are certificates of transfer, inventory lists, and related documents.

Disposition: Destroy after 2 years.

1906-15 Equipment Record Card. Documents maintained to provide a perpetual inventory of selected major or end items of equipment and for the purpose or retaining timely data for required equipment reports.

Disposition: Destroy 2 years after equipment is removed from agency control.

1906-16 Equipment Loan Files. Document reflecting **loan** of ,

equipment, or material to or from other Government Agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting.

1906-17 Reports of **Survey** Files. Reports that describe the circumstances and recommended actions concerning the loss, **damage**, or destruction of Government property. Included are reports of survey and supporting documents.

Disposition: a." Reports **fixing pecuniary** liability: Destroy 5 years after final action. Others: Destroy after 3 years.

1906-18 Report of **Survey** Control Register. Registers and related documents maintained to control reports of **survey**.

Disposition: Destroy after 5 years.

1906-19 Inventory Adjustment Reporting Files. Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventories. Included are inventory adjustment reports, inventory count cards, copies of reports of survey, and related documents.

Disposition: Destroy after 2 years.

1906-20 Relief From Responsibility (Liability Admitted) Files. Retained **unit** copies of statements of charges of cash collection vouchers on property that has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual.

Disposition: a. **DD Form** 1131: Destroy 3 months after completion. b. **DD Form** 362: Destroy 3 months after verification that all amounts have been collected.

1906-21 Fund Accountability Files. Records having direct relation to the fund accountability, including, but not limited to: Statement of Agent Off **icer's** Account (**DD Form** 1081), Reimbursement Vouchers (SF 1129) , unannounced inspection and verification reports, quarterly reviews for needs of funds, and informal registers.

Disposition: Cut off at end of fiscal year. Destroy after 2 years.

1906-22 **Imprest** Fund Transaction Files. Individual purchase request (DS Form 3953, **DS** Form 2496, DS Form 3161) , SF 1165, and any other papers which may occur to support the appropriate transaction (e.g., vendor's invoice, Memo for Record).

Disposition: Destroy 1 year after expiration of fiscal year in which the transactions were executed.

1906-23 Bulk Fund Purchase Request Files. Individual bulk fund purchase requests.

Disposition: Destroy 1 year after expiration of fiscal year transactions executed.

1907 **Supply Control and Quantitative Material Requirements** Files (NI 339-S7-1) -.

1907-01 Investment Item Forecasting Files. Documents created in forecasting and computing the requirements for individual investment and selected items of material. Planning documents that provide guidance in computing the requirements for the **item**, and related papers.

Disposition: Destroy 3 years after supersession or 1 year after obsolescence, discontinuance, or removal, whichever is sooner.

1907-02 Material Allowance Files. Documents reflecting allowances of material required by and authorized for schools to accomplish both administrative and educational missions. They are used in computing quantitative requirements for material and documents such as operational projects, communications **pertaining** to the authorization documents, and copies of other plans that provide a basis for computing quantitative requirements.

Disposition: Destroy 3 years after supersession or obsolescence of the basic documents.

1908 **Self-Service Supply Center Files (N1-330-87-1)**.

1908-01 Account Authorization Files and Ledger. Documents on the establishment of monetary credit authorization for school and activity supplicants drawing supplies from a **self-service supply** center.

Disposition: Destroy 1 year after posting authorization to customers **ledger** and ledger card.

1908-02 Authorized Supply Representative Card Files. Card identifying individuals as authorized supply representatives, correspondence relating to issuance of monetary credits, and correspondence relating to the account.

Disposition: a. Obsolete Cards: Destroy after posting entries to the register. b. Remaining Files: Destroy after 2 years.

1909-01 Supply Item Identification **Files (N1-330-87-1)**. Documents on proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock numbers, name and description transmittal forms, reference drawing or illustration sketches, coordination or collaborating actions, and similar documents **pertaining** to the proposed item identification.

Disposition: Destroy 4 years after completion of action.

1910 Stock Control and Requisition Files (N1-330-87-1).

1910-01 Due-In Document Files. Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, s, shipping and delivery orders, and similar documents, but excluding such documents when filed with vouchers to the stock record account.

Disposition: Destroy 6 months after receipt of shipment, or when files have served their purpose, whichever is sooner.

1910-02 Due-In Document Register Files. Registers recording due-in shipments or notices of shipment.

Disposition: Destroy 1 year after date of last fiscal year entry.

1910-03 Car Arrival Reporting Files. Documents used to initiate diversions of shipments or immediate reshipment such as car arrival reports.

Disposition: Destroy 3 months after diversion of reshipment.

1910-04 Requisition Suspense and Status Files. Documents maintained by the requisitioner that reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.

Disposition: Destroy 1 year after completion of action, on cancellation of requisition or move to completed document file.

1910-05 Issue History Files. Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.

Disposition: Destroy after 2 years.

1910-06 **Requisition** Register Files. Registers maintained to record requisitions submitted for supplies to be furnished by procurement activities.

Disposition: Destroy after 1 year.

1910-07 Requisition Reference Files. Extra copies of requisitions that are maintained by the activity responsible for initiating them.

Disposition: Destroy when no **longer** needed but no later than 6 months after disapproval of requisition or completion of supply action.

1910-08 **Packaging** and Handling Deficiency Reporting Files. Reports submitted by receiving activities on deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, - reports and corrective action and related papers.

Disposition: Destroy after 1 year.

1910-09 Regional Station Supply Reporting Files. Reports concerning the status of supply, excess stock, and the redistribution of stock, **including** station stock status report, and report on the status of equipment.

Disposition: Destroy after 2 years.

1910-10 Stock Inventory and Reconciliation Files. Stock balance sheets or comparable work papers used for the purposes of inventory, reconciliation, or adjustment of stock balances.

Disposition: Destroy after 2 years.

1910-11 Warehouse Stock Availability Reporting Files. Reports prepared periodically listing stock availability balances, which are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously due out .

Disposition: Destroy after 3 months, or on completion of next report whichever is sooner.

1920-12 Warehouse Stock Status **and** Transaction Analysis **Reporting** Files. Reports reflecting current balances on a warehouse's stock records or **summarizing** individual transactions. Included are depot stock individual transactions. Included are depot stock status reports and depot transaction analysis **reports**.

Disposition: Destroy after stocks depleted.

1910-13 Model (Service) Stock Files. Documents Maintained as a record of predetermined quantities of specified items **reserved** -for issue to individuals or activities. Included are model stock lists and" revisions thereof, 'property issue slips, and property turn-in slips.

Disposition: Destroy after stocks depleted.

1910-14 Equipment Table Files. Tables or lists that govern the issue of equipment and supplies to schools and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

Disposition: Destroy on supersession or obsolescence.

1910-15 Material Handling Equipment Use Files. Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials - handling equipment utilization reports and similar documents.

Disposition: Destroy after 2 years.

2910-16 **Customer** Supply Assistance Reporting Files. Reports of visits made by regional supply assistance **personnel** relative to supply assistance provided schools and activities.

Disposition: Destroy after 2 years.

1910-17 BOSS Supply Operation Reporting Files. Reports and related documents on supply operations and accumulated by CSA and regional staff offices.

Disposition: Destroy after 2 years.

1910-18 Equipment Management **Survey** Files. Documents accumulated as **a result** of conducting on-site review **of** equipment use and needed for reconciling property accountability records and authorization documents. Included are copies of survey

reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar or related documents.

Disposition: Destroy after next **survey**.

1911 Maintenance Files (N1-330-87-1)

1911-01 Maintenance Summary and Managements Files. Documents on the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared funds (control copies) containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, **worktime** standards and routing of work, parts supply, cost control, quality control, operation improvement are reviewed, analyzed, and summarized. .

Disposition: a. Consolidated reports and summarizations: Destroy when no longer needed. b. Feeder Reports: Destroy on " extraction of necessary data.

1911-02 Maintenance Request Files. Documents used to request maintenance services to report accomplishment of modification work orders to record maintenance performed.

Disposition: Destroy on return or issue of related equipment.

1911-03 Maintenance Request Register Files. Documents used to record and control maintenance work; usually in the form of registers.

Disposition: Destroy 6 months after last entry.

1911-04 Exchange Tag Files. Documents (normally tags) used as receipts for replacement of parts or components.

Disposition: Destroy on return of issue of related equipment.

1911-05 Shop Property **Account** Files. Documents accumulating in tool rooms, parts rooms, and exchange points making maintenance items more access ible to maintenance personnel. Included are stock record cards, property issue, and turn-in **sl** ips and similar documents.

Disposition: Destroy after 2 years.

1911-06 Shop Locator Record Files. Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops,

or utilized as a check or inventory for such equipment.

Disposition: Reusable forms should be used **until** filled.

1911-07 Preventive Maintenance (PM) Schedule Files. Documents used for scheduling periodic PM **services** tests and calibration of equipment. Transfer with related equipment.

Disposition: Destroy after transfer of information to other records or on disposition of equipment, whichever is sooner.

1911-08 Equipment Inspection & Maintenance **Worksheet** Files. Documents ref letting the performance of PM inspections, Services, diagnostic checkouts, - and spot check inspection of equipment.

Disposition: Destroy when posted to logbook; entered on a new form; or completion of next check or test. If needed for inspection data purposes, destroy when no longer required.

1912 Storage Files (N1-330-87-1)

1912-01 Warehouse **Planning** & Layout Files. Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers on space planning and layout.

Disposition: Destroy on supersession or obsolescence.

1912-02 Locator Record **Files**. Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control **sheets**, location sheets, location cards, bin tags, and comparable documents.

Disposition: Destroy when superseded or obsolete.

1912-03 Warehouse Receiving Files. Car or container arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.

Disposition: Destroy 3 months after receipt of shipment or when no longer needed, whichever is sooner.

1912-04 Warehouse Shipping Files. Shipping documents, tallies, reports of outbound freight, work assignment sheets used for stock piling, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for the purpose of picking and loading stock for shipment.

Disposition: Destroy 3 months after shipment or when no longer needed, whichever is sooner.

1912-05 Labor Pool and Equipment Operating Files. Documents on assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, **daily** work reports showing date, shift, cars or trucks loaded or unloaded and comparable documents.

Disposition: Destroy after 6 months.

1912-06 Storage Reporting Files. Reports on overall storage operations, made to higher headquarters such as depot space & operating monthly materials handling, and similar reports.

Disposition: Destroy after 2 years.

1912-07 Supply Item Reference Files. Standard nomenclature lists, interchangeable stock numbers, lists or cards, standard stock catalogs, and similar shipment and fund cited.

Disposition: Destroy when superseded or obsolete.

1912-08 Transportation Fund Cite and Control Files. Documents constituting a system of control of the identification of separate shipments and fund cited.

Disposition: Destroy 6 months after date of last shipment.

1912-09 Packing, Boxing and Crating Files. Documents on assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.

Disposition: Destroy after 3 months.

1912-10 Box and Crate Work Order Files. Box and crate shop work orders and supporting papers initiating all work performed by **this** activity and reflecting the status of work in process, in terms of materials and man-hours consumed and work accomplished.

Disposition: Destroy after 3 months.

1912-11 Storage Register Files. Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.

Disposition: Destroy after 1 year.

1913-01 Transportation Files (N1-330-87-1). Copies of

transportation contracts, transportation budget and funding, summaries of **reimbursable** costs, field trips, internal control, driver education, etc.

Disposition: Cut off annually. Destroy after 2 years.

1914-01 Defense Retail Interse**rv**ice Support Program (DRIS) Files (N1-330-87-1). Documents on agreements between DoDDS and military services or other Federal agencies.

Disposition: Destroy 1 year after **close** of the **last** calendar year covered by the agreements.

1915 'Facilities Filés (N1-330-87-1). Documents on the acquisition of real estate by purchase leases, transfers, and space assignments.

Disposition: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.

1915-01 Facilities Administrative Files. Documents on the overall administration of facilities activities to include but not limited to program and budget documents.

Disposition: Destroy after 2 years.

1915-02 Facility Specification Files. Documents specifying educational specifications for major construction projects to include sketches.

Disposition: Destroy when no longer needed.

1915-03 Facilities Construction Files. Contains non-policy procedures and standards documents on facilities.

Disposition: Destroy when no longer needed for reference.

1915-04 Space Management Files. Records on the allocation, utilization, and release of space under **DoDDS** control and related reports to other agencies.

1. Building plans and related records on space utilization, planning assignment, or adjustment.

Disposition: Destroy 2 years after termination of assignment when the lease is **cancelled** or when plans are superseded or obsolete.

2. Space plan file and related material used in space

planning, assignment, and adjustment.

Disposition: Destroy 2 years after cut off.

3. Correspondence files relating to space and maintenance matters of an administrative or operating nature.

Disposition: Destroy 3 years after cut off.

1916 **Safety and Security Files** (311-330-87-1). Records on the **safety** and physical security of personnel, students, and material for which **DoDDS** is responsible e.

Disposition: Destroy when 2 years old.

2000 Director of Operational Test and Evaluation. (NC1-330-92-2)

These files are accumulated by DOT&E as the principal adviser to the Secretary of Defense and the Under Secretary of Defense for Acquisition on **operational test and** evaluation in the DoD, and the principal operational test and evaluation official within the senior management of the DoD. They document the Director's role in prescribing operational test and evaluation procedures; providing guidance and consultation with respect to specific testing; monitoring and reviewing operational testing and evaluation in the DoD; coordinating testing conducted jointly by more than one military department of Defense Agency; and reviewing and making recommendations on all budgetary and **financial** matters on operational testing and evaluation.

2001 Records of the Office of the Scientific Advisor. These files are accumulated in the course of providing scientific advice, technical guidance, review, and consultation to the Director on all operational test and evaluation matters relating to major DoD programs.

Disposition: Destroy when superseded, obsolete, or no **longer** needed for reference purposes.

2002 OT&E Resource Files. These files accumulate in the Resources and Administration Directorate in the course of tracking the **long-** and short-range planning and integration of **OT&E** programs. They are used to track program budgets, the Resource Enhancement Program (a subset of the Centralized Test & Evaluation Improvement Program), and the procurement of test - resources (targets, ranges, and threat models acquired from foreign or domestic sources). They may also contain documents on military construction spending and real estate acquisition (to include attendant environmental issues such as noise abatement, forestry, wildlife, and encroachment). These files cover the development of test programs through the short-term (three years prior to major testing of a program) to the time they are removed from **DOT&E** oversight. While these files may duplicate some of the material included **in** the Program Files, they are maintained separately from them.

2002-01 Resource Reference Files. These files consist of reports such as Institute for Defense Analysis (IDA), budget tracking, congressional, GAO, and **IG**; other documentation of test **resource** materials such as copies of the Test and Evaluation Master Plans (**TEMPS**) and electronic warfare test resource planning and investment strategy materials.

Disposition: Cut off upon removal of the program from the DOT&E oversight; retire to the **WNRC** after 2 years; destroy after

15 years.

2002-02 GAO History Files. These are copies of GAO reports and other correspondence used to track the processing of the GAO activities in connection **with the DOT&E program which** provide a central, discrete file on this subject.

Disposition: a. Action copies. Cut off and retire to the **WNRC** when no longer needed for oversight purposes; destroy after **15 years**. b. Information copies. Destroy when no longer needed for reference purposes.

2003 Program Files. These are action officers' files accumulated in the Conventional, Strategic, and C31 Systems directorates that pertain to system requirements and program objectives, threat **assessments**, testing program resources, and the program decision process. Included are such documents as analyses, assessments, periodic and one-time reports, general correspondence, GAO and IG audit material, news reports, and other documentation on testing and development programs which individual action officers deem appropriate for inclusion in a program-specific file.

2003-02 Plans and Assessments File. These files consist of Test and Evaluation Master Plans (**TEMP**), including approval and disapproval correspondence; DOT&E Plans consisting of approval and/or disapproval correspondence and test concept briefings; **OT&E** reports, including interim reports, **Quicklooks** and status reports; development testing and evaluation (DOT&E) plans and reports (accumulated only as required); DOT&E assessments submitted to House and Senate committees, the Secretary of Defense, Under Secretary of Defense (Acquisition), and the Military Semites consisting of Beyond Low-rate Initial Production (**B-LRIP**) reports and annual reports which synopsise current programs; and operational test data utilized in support of DOT&E assessments.

Disposition: Permanent. cut off upon completion of testing and retire to the **WNRC**; transfer to the National Archives after 15 years.

2003-02 Requirements Documentation Files. These files may include mission area analyses (**MAA**) of generic requirements tied to a specific weapons system; mission need statements (**MN**) or element need statements (**MENS**) that further define the MAA and establish operational requirements; stand-alone operational requirement documents that further the define the MENS and include operational requirements (**OR**), system operational requirements documents (**SORD**), joint system operational requirements (**JSOR**), tentative operational requirements (**TOR**), and operational and/or maintenance concept documents; cost and/or operational effectiveness analyses that support milestone

acquisition points; system concept papers; program baseline documents; **and DCP** or **Service equivalent** documents"

Threat documentation that consists of **service-generated** and **DIA-approved** system threat assessment reports (STAR) and threat scenarios.

Test program resource documents that include test program outlines and documentation on resource issues.

Program Decision Documentation consisting of committee (conventional, strategic, and **C3I**) and the Defense Acquisition Board (DAB) books and copies of **the** acquisition decision memos (**ADM**)`.

Trip reports, meeting minutes, and internal correspondence files.

GAO/IG audit material and related correspondence. News reports, magazine articles, and other open-source published materials accumulated at the discretion of individual action off **icers** that pertain to on-going programs.

IDA documentation consisting of task orders, technical reports, and budget and/or cost reports.

Disposition: Cut off upon removal of program from DOT&E oversight; retire to the **WNRC** after 2 years; destroy after 15 years.

2100 Special Operations and Low-Intensity Conflict
(Awaiting NARA Approval)

2200 Coordinator for Drug Enforcement Policy and Support. (1?cl-330-92-10) These files document the role of the Coordinator as the principal staff assistant and advisor to the Secretary of Defense for drug- control **policy**, requirements, priorities, systems, resources, and programs. This includes developing policies, conducting analysis, providing advice, making recommendations, and issuing guidance on DoD drug control plans and programs; developing systems and standards for the administration and management of these **plans** and programs; promulgating plans, programs, **actions**, and taskings pertaining to the DoD **drug** control program: **reviewing, evaluating,** coordinating, and monitoring drug control plans and programs to ensure adherence to approved policies and standards; promoting coordination, **cooperation**, and **mutual** understanding within the Department of Defense, Congress, and between the DoD and other Federal Agencies, State and local governments, and the " **civilian** community. The Coordinator also serves on boards, committees, and other groups pertaining to drug control matters; is the point of contact for the Office of the Director of National Drug **Control** Policy and other Federal and State agencies; participates in and oversees and monitors planning, programming, and budgeting for the DoD counterdrug mission: coordinates and **monitors DoD** support of civilian **counterdrug** law enforcement; **coordinates** and monitors DoD support for the detection and monitoring of maritime and aerial transit of illegal drugs into the U.S.; coordinates and monitors National Guard support to State drug-law enforcement operations, and intelligence and communications support.

2200-01 Plans and Support Directorate (P&S). These files include documents on actions on loans, leases, and transfers of equipment from the Department of Defense to Federal, State, and local law-enforcement agencies; deployment of DoD personnel outside the Continental U. S. ; support (logistical, personnel, training) to civilian (Federal, State & local) law-enforcement agencies by the DoD to include that mandated by Congress for counterdrug programs; and National Guard activities, including the State Governors' Counterdrug Support Plan program.

1. Topical Project Files. These files consist of letters, memos, reports and other correspondence documenting P&S's oversight of its logistical, procurement, training and other support responsibilities; Reserve Component counterdrug support coordination activities; and operations **pertaining** to Projects along the U. S.-Mexico border and country and/or **CINC-specific** counterdrug activities and deployment of U.S. personnel.

Disposition: a. Policy matters: Permanent. Retire to the **WNRC** when superseded or obsolete, as prescribed for papers filed in accordance with series 103-01. b. All other: Destroy when

superseded, **obsolete**, or no longer needed for reference, as prescribed for papers filed in accordance with series 103-08.3.

2. Counterdrug support plans. Copies of National Guard plans submitted by the States and Territories for DoD approval of Federal funding.

Disposition: a. Executive summaries: Permanent. cut off when superseded, hold in the current files area for two years, and retire to the **WNRC**. b. All other: Cut off when superseded; destroy when no longer needed for reference purposes.

3. Regional Logistical Support Office (**RLSO**) Support Files. These files consist of documents accumulated by P&S in exercising its administrative and logistical support role on behalf of the **RLSOs**. Included are documents on **personnel** matters pertaining to the individuals **assigned** to these-offices (similar to but not to be confused with 202-07 Office Personnel Information Files), travel, transportation, budget, duplicate copies of memorandums of understanding and other agreements, and miscellaneous correspondence, reports, and other papers not described elsewhere in this section.

Disposition: Destroy when superseded, obsolete, or no longer needed to perform the function for which accumulated.

4. Detail Program Files. These files pertain to P&S's oversight of the program that details active-duty military personnel to work with Federal drug law-enforcement agencies (FBI, DEA, INS, U. S. Customs, etc.) in areas where their unique military **skills** (intelligence analysis, computer **expertise, etc.**) contribute significantly to those agencies' counterdrug programs. Also included are actions detailing military personnel as liaison officers. These files consist of letters and memorandums coordinating agency requests for augmentation with the Military Services and Personnel and Readiness, as well as evaluations and letters of approval.

Disposition: Destroy when superseded, obsolete, or when no longer needed to support the function for which accumulated.

2200-02 Demand Reduction Files. The Demand Reduction Directorate (**DRD**) is responsible for developing DoD policy regarding **counterdrug** issues pertaining to drug-free workplaces, schools, rehabilitation treatment, public awareness/prevention, urinalysis testing programs, and oversight, to include inspections of-laboratory facilities (military & civilian) used in the urinalysis testing program. Laboratory oversight files consist of inspection reports by the Science and Testing Programs Officer as well as periodic inspection/evaluation reports submitted by the Military Services.

Disposition: a. Policy documents: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, in accordance with the provisions of series 103-01. b. DoD and Service inspection reports of test-lab facilities, cut off annually, retire to the **WNRC** 2 years after **COFF**, destroy after 15 years. c. Routine correspondence and background materials accumulated in the performance of the DRD oversight mission, destroy when superseded, obsolete, or no longer needed for reference, as prescribed for papers filed under series 103-08.3.

2200-03 Directorate for Systems. These files contain papers documenting the Coordinator's role in formulating policy and overseeing the **execution** of **systems** and **technology programs** pertaining to DoD counterdrug activities. These programs include **sea-** and land-based tethered balloon radars (AEROSTATS) , Caribbean Basin Radar Network (**CBRN**) , over-the-horizon (OTH) radar, and other programs dealing with surveillance, intelligence, and target acquisition, correlation, and monitoring efforts. Papers consist of correspondence with other DoD offices and civilian law-enforcement agencies (U. S. Customs Service, DEA, FBI, Dept. of Transportation, etc.) and the Congress; and memorandums of agreement, briefing and point papers, procurement actions, studies, and evaluations relating to DoD **counterdrug** activities.

Disposition: a. Policy matters: Permanent. Cut off and retire to the **WNRC** when superseded or obsolete, in accordance with papers filed in accordance with series 103-01. b. Working papers will be destroyed when superseded, obsolete, or no longer needed for reference purposes, as prescribed for papers filed in accordance with series 103-08.3

2300 On-Site Inspection Agency. Files in this series document **OSIA's** mission to manage, coordinate and conduct on-site **inspections, portal** monitoring inspection escort and observation activities in accordance **with** the provisions of treaties including the Intermediate-Range Nuclear Forces Treaty (**INF**) , Strategic Arms Reduction Treaty (START), Conventional Armed Forces in Europe (**CFE**) Treaty, Open Skies Treaty, Chemical Weapons Agreements, and the Threshold Test Ban (**TTBT**) and Peaceful Nuclear Explosions (**PNET**) treaties.

2301-01 Treaty Inspection and Monitoring Files. These files consist of inspection **documents, reports, logs, treaty protocols, checklists, handbooks, site books., issue papers, and other documents**" pertaining to **OSIA's** inspection and **monitoring** responsibilities (**NI-330-93-4**) .

1. Signature copies of inspection documents consisting of specifications of inspection sites, baseline reports, **short-**notice inspection reports, and elimination and closeout reports. Also includes monthly inspection reports and test site activity logs recording on-site inspections; hydrodynamic and seismic measurements; coordinated schedule for testing; and inventories of hydrodynamic and seismic equipment in use at test sites.

Disposition: Original signature copies: Permanent. Trans'fer to the National Archives on SF 258 when no longer needed for reference purposes, or when 10 years old, whichever is sooner.

2. Inspection reports consisting of weekly reports on activities at monitoring sites.

Disposition: Destroy 1 year after publication in monthly report.

3. Site books, escort and/or inspection handbooks, and operational procedures, and related materials pertaining to the actual conduct of inspection, monitoring, and escort activities.

Disposition: Permanent. **COFF** at upon expiration of treaty or termination of monitoring/inspection function and retire to the **WNRC**. Transfer to NARA 30 years after cut off.

4. Daily. (Site) Activity Logs. These are logs maintained on-site containing entries cover every activity observed during a 24-hour period, including verification of vehicles exiting the site which are **not** required to be inspected under the terms of a treaty.

Disposition: Cut off at the end of each calendar year; retain in **the** current files 2 additional years and destroy.

5. Intelligence report files. Copies of **DIA/CIA** intelligence reports on various weapons systems.

Disposition: Destroy when weapon concerned is removed from the inventory or when no longer needed for reference purposes, whichever is later.

2301-02 HQ and Command Operations Centers Files

1. Duty Logs containing daily entries on all activities recorded by the operations centers personnel during every 24-hour period (**NI-330-93-4**).

Disposition: **Permanent.** Cut off after 90 days, hold in inactive file until no longer needed for reference, and retire to **WNRC**. Transfer to **NARA** 30 years after cut off.

2. State Department Notification Message Files. These are maintained by treaty and consist of American notification cables (**ANC**) and Soviet notification cables (**SNC**).

Disposition: Cut off at the end of **CY** and destroy.

3. Inspection files. These files contain coordination sheets, notifications from the Risk Reduction Center informing the State Department when to transmit files and copies of actual cable transmissions. Also includes transcripts of telephone calls from inspectors in the field and other pertinent data about the deployed inspection teams.

Disposition: Permanent. Cut off at conclusion of inspection and retire to **WNRC** when no longer needed for current **business**. Transfer to **NARA** 30 years after cut off.

2300-03 Treaty Inspection Information Management System (TIIMS) File. This is primarily an electronic data base used to manage OSIA manpower resources and consists of **information** pertaining to security clearance processing and verification, special access certification, passport status, mission scheduling and planning, inspection team composition, inspector and transport list management files, and inspector training (**NI-330-93-5**).

Disposition: a. Database file: Archive upon departure of individual concerned; purge after 2 years. b. Hardcopy file: Destroy when no longer needed. (Personal information in this file is covered under OSD Privacy Act System Notice **DOSIA.01.**)

2300-04 Training Files. This file consists of:

1. Records pertaining to individual military training such as EEOC, **SAEDA**, physical fitness tests, language enhancement training, marksmanship, **CPR** training, and general military subjects conducted by OSIA.

2. Records pertaining to ancillary training such as Space and Missile Orientation Course (**SMOC**) , Rocket Motor Production Course (**RMPC**) , arctic cold weather course, liquid rocket **course**, which are conducted by contractors.

3. -Records pertaining to treaty-specific training conducted by OSIA such as the **history** of individual treaties, inspection/escort requirements, **rights** and privileges of inspectors, etc.

Disposition: Programs of instruction: Use 202-48 .1a. , retire to **WNRC** when course is revised or discontinued; destroy when 40 years old. All other records: Use GRS 1, Item **29b.**, cut off at the end of the **CY**, hold in current files 2 years and retire to the **WNRC**; destroy when 5 years old.